

State of Iowa Department of Corrections

Policy and Procedures

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Applicability: Institutions, CBC, Central office, IPI

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 1: ADMINISTRATION

Sub Chapter: CASE RECORDS

Related DOC Policies: AD-IS-01, AD-IS-05

Administrative Code Reference: N/A

Subject: IDOC CITIZENSHIP VERIFICATION PROCEDURES

PREA Standards: N/A

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Authority:

1. PURPOSE

Governor Kim Reynolds issued a [directive](#) on January 17, 2025 to the Iowa Department of Corrections to fully cooperate and assist, to the extent permitted by law, with administrative or criminal investigative efforts of the United States Department of Homeland Security, the United States Department of Justice and its subsidiary agencies in upholding existing federal immigration laws. This policy outlines the procedures that shall be used by the Iowa Department of Corrections (IDOC) in verifying an incarcerated individual/client's citizenship and reporting their suspected or confirmed illegal immigrant status to the proper federal authorities.

2. POLICY

It is the policy of the IDOC to properly admit and process incarcerated individuals/clients and verify their citizenship status and if it is determined or there is reasonable suspicion they are an illegal immigrant, to report this information to the federal government U.S. Citizenship and Immigration Services (USCIS) or Immigration Customs Enforcement (ICE).

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- A. Citizenship Verification
- B. Documentation of Citizenship Screening

3. DEFINITIONS - As used in this document/ICON Business Rules:

- A. ITIN - An Individual Taxpayer Identification Number (ITIN) is a 9-digit number the Internal Revenue Service (IRS) issues to people filing a tax return who are not U.S. citizens and who do not have or are not eligible for a Social Security number (SSN).
- B. Illegal Immigrant - A foreigner who has entered the U.S. without an entry or immigrant visa, especially a person who crosses the border by avoiding inspection or who overstays the period of time allowed as a visitor, tourist, or businessperson.
- C. Immigration Alien Query (IAQ) - An Immigration Alien Query ran within the IOWA/NCIC System by certified staff.
- D. Refugee/Asylum - An individual who has relinquished citizenship of his or her native country and has been given Refugee/Political Asylum status by the U.S. government.
- E. Resident Alien - A foreign-born U.S. resident who is not a U.S. citizen. A Resident Alien is also known as a permanent resident or a lawful permanent resident, which means they are considered an immigrant who has been legally and lawfully recorded as a resident. They must have their green card.
- F. Temporary Visa - Nonimmigrant visas are for those wishing to temporarily come to the U.S. for tourism, medical treatment, business, temporary work, or study. Because nonimmigrant visas are temporary, they cannot be used to live in the U.S. permanently and usually have an end date or a set amount of time that can be spent in the country. Individuals who wish to stay in the U.S. permanently must have a green card.

4. PROCEDURES

A. Citizenship Verification

1. All incarcerated individuals/CBC clients shall have an intake that includes verification of citizenship information. To the extent possible, all criminal and personal information must be verified.
2. Upon admission/intake and prior to release or discharge, staff shall verify the identity of the incarcerated individual/client and complete citizenship screening utilizing the IOWA/NCIC System criminal history checks and, when applicable, an Immigration Alien Query (IAQ). An IAQ shall be run any time citizenship cannot be verified (i.e., foreign born, no SSN, etc.).
3. When an IAQ is conducted this shall be documented in ICON Generic Notes using the note category of "NCIC Check" and documented in the "Chrono:" section of the Generic Note that an IAQ was conducted.
4. Refer to the following resources to assist in citizenship screening:
 - "Citizenship Information" screen in ICON (Offender > Core Offender Information > A-D > Citizenship Information) via the "Help" button:
 - Citizenship Information - ICON Business Rule
 - IAQ Instructions
 - How to Find an INS/AR (AR = Alien Registration which equals the INS number in ICON)
 - Business Rule Documents in ICON (System > Help > Business Rule Documents), check the box for "General Help File" and then click on the search button:
 - ICON Minimum Data Entry Requirements
 - IDOC Policy located on SharePoint:
 - AD-IS-01 (Management Information System)
 - AD-IS-05 (ICON Generic Notes)
5. During the investigation process of determining the U.S. Citizenship, staff shall pay attention to social security numbers beginning with "9" or ITIN/lack of social security number, information in the NCIC such as birth dates, birth locations, prior ICE holds, etc. They should also reference the ICON Release Notification screens for INS/ICE detainers.
6. When any new information is received, the Citizenship information must be updated along with the release notification/detainers, if applicable.
7. When, upon completion of the Immigration Alien Query (IAQ) within the IOWA/NCIC System, a reasonable suspicion exists that an incarcerated individual/client may be an illegal immigrant, staff shall notify IDOC Central

Office. Notification will be completed by sending an email to docicedetainers@iowa.gov.

8. Staff shall also enter an ICON Generic Note, using the note category of "Citizenship" and document that Central Office was notified of a suspected or confirmed illegal immigrant status.
9. IDOC Central Office will be the point of contact with federal immigration authorities and provide staff guidance on how to proceed. Staff shall follow all instructions issued by the IDOC Central Office and shall fully cooperate with immigration authorities and document all interactions in Generic Notes under the note category, "Citizenship".

B. Documentation of Citizenship Screening

Staff shall document their citizenship screening findings in ICON within the comment section of the "Citizenship Information" screen (Offender > Core Offender Information > A-D > Citizenship Information) according to the ICON Business Rules and include the AR/INS number, if one is available/issued.